**Cramond Primary School Parent Staff Association**

**Constitution** (*revision 29 August 2019*)

1. **Name**

The name of the Association shall be the Cramond Primary School Parent Staff Association (PSA).

1. **Aims and Objectives**

The PSA aims to:

1. Promote close co-operation and communication between parents and teachers;
2. Engage in activities which support and advance the education and recreational development of the pupils attending the school;
3. Encourage the interest and development of parents, staff and the wider community in the work of the school;
4. Foster good relations between the PSA, Head Teacher, staff and Cramond Parent Council; and
5. Assist in the provision of financial support for specific school activities.
6. **Governance**

The PSA does not have its own separate Committee. It is governed, along with the Cramond Parent Council, by a Committee known as the Cramond Parent Staff Council (CPSC). Reference to “Committee” relates to the Committee of the CPSC.

The Office Bearers of the Committee of the CPSC will be the Chairperson, Vice-Chair, Treasurer and any other as may be required. The Chair will be a parent. The Office Bearers will be elected at the AGM, shall be elected for a one-year term and will be eligible for re-election.

1. **Membership**
2. All parents, carers or guardians for children attending Cramond Primary School and all staff at the school shall automatically be members of the PSA;
3. There shall be no annual membership fee;
4. The business of the PSA shall be carried out by a group of members of the PSA, the number of which will be determined at the AGM;
5. The CSPC Committee shall be responsible for ensuring that all money received by the PSA shall be applied for the aims of the PSA.

1. **Meetings**
2. The frequency of the PSA meetings shall be determined by the Committee;
3. Any member of the PSA shall be entitled to attend any meeting of the Committee;
4. At all general meetings, voting shall be based on the basis of one vote per member present at the meeting;
5. At all general meetings, the quorum shall consist of 10 members;
6. Each member of the Committee shall have one vote and resolutions shall be passed by a simple majority of those present. In the event of a tie, the Chair (or in his/her absence, the Vice Chair) shall have the casting vote;
7. The Chair of the Committee (or in his/her absence, the Vice Chair) shall chair all meetings of the Committee and the PSA;
8. The Committee shall be empowered to appoint one of the own members to any office which may fall vacant between AGMs;
9. An Extraordinary General Meeting (EGM) may be called at any time by the Committee or on the written request of not less than 10 members of the PSA.

1. **Annual General Meetings (AGM)**

The AGM of the PSA shall be held within two months of the start of the school year. Notice of 21 days will be given to the members. The purpose of the AGM will be:

1. To report on the previous year’s matters arising, activities and achievements;
2. To approve the accounts;
3. To appoint the independent examiner;
4. To discuss any resolution submitted by members;
5. To select members to serve on the Committee.
6. **Declaration of Interest**

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any Committee meeting at which he or she is present to declare such interest and he/she shall not vote thereon.

1. **Minutes and Records**
2. The Committee will be responsible for preparing accurate minutes of the meetings;
3. A full set of Minutes and PSA records will be available and published (unless Data Protection and Confidentiality issues apply) and shall be held in school.
4. **Confidentiality and Code of Conduct**
* The PSA shall follow legal requirements on issues of privacy, confidentiality and Data Protection;
* Individual staff or pupil issues should be addressed directly to the Head Teacher;
* If any Member of the PSA acts in a way that is deemed inappropriate or to undermine the Aims and Objectives of the PSA, his or her membership of the PSA Council shall be terminated if a majority of PSA Members agree. Termination shall be confirmed in writing. If necessary, officers of the City of Edinburgh Council may be invited to participate in mediation or an appeal process.
* Our Protecting Vulnerable Groups (PVG) policy is in line with Guidance from Connect, the trading name of Scottish Parent Teacher Council, on the PVG Membership Scheme requirements for PSAs.
1. **Accounts**

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PSA. The Accounts should be audited (by an Auditor appointed at the previous AGM by the members) or independently examined (as required) annually, and shall be presented to the membership of the PSA for approval at the AGM.

Funds of the PSA shall be held at a bank or Building Society in the name of the Association. Cheques shall be drawn or withdrawals made against signatures of two named Committee members.

Please note that the 100 Club account is under single authority in order to use online banking facilities. As good practice, all withdrawals are still made under two signatories.

1. **Alterations to the Constitution**

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed changes shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

1. **Dissolution**

In the event that the PSA ceases to exist, any remaining funds should be distributed for the benefit of the children at the school.